

Checklist for a Successful Neighborhood Association Committee (NAC) Meeting

Instructions: The following checklist is designed to provide reminders and guidance of the steps involved in planning and following up on a successful Neighborhood Association Committee (NAC) meeting. This checklist is designed to make sure that the fundamental steps are not forgotten.

Planning

Before you plan your next meeting be sure to close the loop on the previous meeting.

- ☐ Does anything need to be followed up on from the previous meeting/s? If so, does anyone need to be contacted and invited to the next meeting or does anyone need to gather information prior to the next meeting?
- ☐ Submit the sign-in sheet and minutes from the previous meeting to the Neighborhood Office three weeks prior to the next meeting or as soon as possible.
- ☐ **Prepare the Agenda** (Due three weeks prior to the next meeting.)
 - ☐ Briefly describe each topic for discussion or decision on the agenda. (For guests include name of organization and speaker's name as well.)
 - ☐ Assign a time limit for each item. (List the beginning time and ending time for each agenda item.)
 - ☐ If NAC Board Members are responsible for a specific agenda item, be sure to identify who will be leading the discussion and make sure they know well in advance.
- ☐ Is the agenda realistic?
- ☐ Get agreement on the agenda. Maybe email it out to your board before submitting it to the City.
- ☐ Reserve the meeting room or verify meeting place is available during the time set for the meeting. Doesn't hurt to contact your meeting location each month and make sure your reservations are still valid.
- ☐ Other considerations to get ready for your next meeting:
 - ☐ Email directions and special instructions to guest speakers. (Be sure to specify where to park, what entrance to use, and what room your meeting is located in.)
 - ☐ Any additional supporting information that each attendee must have in order to make informed decisions.

Helping People Find Your Meeting Location

- ☐ Post signs at every entrance to the building that you are meeting in that is open that clearly states the name of your NAC, time of meeting, and the room that you are meeting in. Arrows are also good visual cues. If the meeting location is far from the entrance place signs periodically down the hallway as well so that people can easily find the meeting room.
- ☐ If possible assign a NAC member to meet people at the entrance to the building and/or the entrance to the meeting room to greet guests and let them know to sign-in and have a seat.

Prepare the Meeting Room

- ☐ Consider providing food and beverages for the meeting. Neighborhood Matching Grants are available to help defer the costs. Even providing a small snack and water is helpful. Remember that your meetings are held when many people usually have dinner.
- ☐ Arrange the tables and chairs into a configuration conducive for the purposes of the meeting. Options may be limited by your meeting room, but recommendations include groups at small tables, closed circle or rectangle, or a semi-circle or rectangle.
- ☐ Make sure everyone can see all visual aids including screens, posters, white boards, chalkboards, etc.



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At the Start of the Meeting

- ☐ Welcome all attendees.
 - ☐ Allow each person to briefly introduce themselves.
 - ☐ Pass around the sign in sheets to make sure that each attendee has signed it. Please be sure to ask people to legibly print their information even if they come regularly to the meetings. That way the Neighborhood Program is able to update their contact information should anything change such as their email address.
 - ☐ Appoint the following roles: *(Must be someone other than the chairperson)*
 - ☐ A time keeper
 - ☐ A scribe to write down decisions, conclusions, and action items and their rationale. This person is usually the Recorder, but if that person is not in attendance the NAC needs to choose someone to take the minutes and fulfill this role. Minutes must be taken at all NAC meetings to comply with the Public Meetings and Records Laws.
 - ☐ Go over the Agenda and ask for any additions or changes.
 - ☐ If necessary, update the agenda. *(This is the only time this will be allowed and only if all or most members agree on the need for the change.)*
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During the Meeting

- ☐ Make sure everyone is participating.
 - ☐ Direct questions to specific attendees in order to elicit their participation.
 - ☐ Keep the meeting moving.
 - ☐ Make sure the conversation is on the topic.
 - ☐ If new topics come up, agree to postpone them for another meeting. Write down the new topics in front of the entire group and ask the Recorder to be sure to include them in the minutes for future consideration.
 - ☐ If the discussion stalls:
 - ☐ Summarize the discussion into a number of key points and evaluate each one.
 - ☐ Take a consensus vote and decide with the majority.
 - ☐ Do not allow people to interrupt others or rule their point out. If you have ground rules put them in the front of the room at every meeting and refer to them if needed.
 - ☐ Accept only the presentation of facts and not emotion or judgments.
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Wrap-up

- ☐ Review all decisions.
 - ☐ Review all conclusions.
 - ☐ Review Action items.
 - ☐ Name who is the person or group responsible for the action.
 - ☐ Agree on a due or decision date.
 - ☐ Evaluate the meeting.
 - ☐ Are there things that could be done better?
 - ☐ What worked?
 - ☐ What did not work? Why?
 - ☐ Did everyone participate?
 - ☐ Announce the next meeting day and time.
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After the Meeting

- ☐ Recorder collects the sign-in sheet, types up the minutes, and submits both to the Neighborhood Office no later than one week after the meeting.
- ☐ Make sure that the Action Items are completed on schedule.
- ☐ Apply the lessons learned to improve this checklist.

